

## GENERAL CHECKLIST AND SEWER CONNECTION PROCESS

### FOR PROPERTIES INCLUDED IN INITIAL SEWER SYSTEM CONSTRUCTION

#### 1 - Review and become familiar with the applicable District documents

- ☐ **SEWER USE ORDINANCE** – Document outlining general use requirements associated with the sewer system.
- ☐ **SEWER RATE ORDINANCE** - Document establishing monthly user rates and other fees associated with connecting to the sewer system.
- ☐ **DEVELOPMENT STANDARDS MANUAL** – Document that includes standards, details, technical information, Forms, and the process for new building sewer connections to the sewer system.

#### 2 - Connection Process for Property Owners

- ☐ **FEES** – Pay and include all applicable fees to the District.
- ☐ **FORM A – SEWER CONNECTION AGREEMENT** – Covering the construction of the Building Sewer and Tap. The Property owner completes and submits to the District.
- ☐ **HIRE A CONTRACTOR or OWNER INSTALLED** – The property owner can hire a contractor, or has the right to perform work on his/her private property in conformance with all applicable codes and District standards.
- ☐ **FORM B – APPLICATION FOR SEWER CONNECTION PERMIT** – Complete and submit this form with all required attachments.
- ☐ **FORM C – PROPOSED BUILDING SEWER AND SERVICE CONNECTION LOCATION SKETCH** – This form lets the District know where you would like to install the building sewer and the service connection. This sketch should be developed with input from (or completed by) the contractor that you hire to do the work.
- ☐ **Construction of sewer connection and electrical connection** may commence upon receipt of Sewer Connection Construction Permit from the District. *Electrical service must be installed and ready for service before connection to the sewer system.*
- ☐ **INSPECTION of building sewer connection** – Contact the District to schedule the inspection 48 hours in advance. Be on site during the inspection in order to grant access into buildings and throughout the property as required by the inspector.
- ☐ **SEPTIC SYSTEM ABANDONMENT** – Hire a licensed septic hauler and a contractor familiar with the County and State requirements. Proof of this work, in the form of receipts, shall be presented to the District and the County Department of Health (as required by State Code).
- ☐ **INSPECTION of septic system abandonment** – Contact the District for inspection 48 hours in advance. Work could be coordinated so that this inspection may be done concurrent with the building sewer connection inspection. The property owner is responsible to be on site during the inspection in order provide proof of proper abandonment (receipts) and to grant access into buildings and throughout the property as required by the inspector.

#### 3 - Forms and Procedures to be completed by the District (included for property owner reference)

- ☐ **SEWER CONNECTION CONSTRUCTION PERMIT** –the District will issue a permit to the property owner for constructing the sewer connection upon receipt and completion of the Forms listed under step 2.
- ☐ **INSPECTION(S)** – The District requires a 48 hour notice from the property owner for each inspection.
- ☐ **FORM D – BUILDING SEWER INSPECTION** – A District inspector will complete this form. The inspector will submit the form to the District.
- ☐ **FORM E – SEPTIC SYSTEM ABANDONMENT VERIFICATION** – This form will be filled out by a District inspector. The property owner shall provide proof of proper abandonment (receipts) to the inspector.
- ☐ **FORM F –SEWER CONNECTION APPROVAL** – This form will be completed by the District and a copy will be provided to the property owner. This completed form is required prior to discharging into the District sanitary sewer system.

## FORM A – SEWER CONNECTION AGREEMENT

**FILLED OUT BY PROPERTY OWNER (please type or print clearly)**

**February 2017**

I (we) \_\_\_\_\_ am (are) Owner(s) of  
(Name(s))  
real Property, within the boundaries of the Lakeland Regional Sewer District ("District). Said Property is located at

\_\_\_\_\_  
(Street Address, City, State, Zip)

It is my (our) understanding that I (we) am (are) asking to connect my (our) \_\_\_\_ **residential or \_\_\_\_ commercial building (*check one for occupied structure*)** to the sanitary sewer collection system that has been constructed by the Lakeland Regional Sewer District.

The subject property to be connected to the sanitary sewer collection system is more particularly described as follows:

\_\_\_\_\_  
(County Key Number, tax code, legal description, attach deed or other documents)

I (we) hereby agree to grant the Lakeland Regional Sewer District the right to inspect, test, measure flows or otherwise monitor each underground building sanitary service to confirm all grey water drains are connected to the District sewer and any natural precipitation or groundwater is not connected to the District sewer pursuant to Ordinances of the Lakeland Regional Sewer District in effect as of the date of this agreement and as subsequently amended from time to time.

I (we) hereby understand and agree that I (we) shall provide electrical service to the grinder pump station that serves my (our) building. I (we) agree that said service will be in compliance with all national, state, and local electrical codes and District standards in effect at the time of connection.

I (we) hereby agree to assume financial responsibility for correcting any damage to the Public Sewer caused by construction of my (our) connection to the sanitary sewer system; and that I (we) and/or my (our) Contractor shall have insurance coverage for said damage.

I (we) hereby agree that the above-mentioned property shall be connected to the sanitary sewer collection system operated by the Lakeland Regional Sewer District. I (we) further agree that in connecting to the aforementioned sanitary sewer system, I (we) have paid the required fees associated with the connection of the property to the sanitary sewer system. Furthermore, I (we) agree to pay the monthly sewer service charge currently assessed by the District. It is also understood that this commitment runs with the premises and therefore will be binding upon any subsequent landowner or successor in interest to said property.

It is further my (our) understanding that upon execution of this agreement pursuant to the terms and conditions stated above, I (we) agree to connect to the Lakeland Regional Sewer District.

**THIS AGREEMENT and commitment is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature of Owner

## FORM B – APPLICATION FOR SEWER CONNECTION PERMIT

**FILLED OUT BY PROPERTY OWNER (please type or print clearly)**

**February 2017**

|                                   |
|-----------------------------------|
| DATE                              |
| PROPERTY ADDRESS                  |
| TYPE/USE OF STRUCTURE             |
| PROPERTY OWNER'S NAME             |
| MAILING ADDRESS                   |
| PHONE NUMBER                      |
| CONTRACTOR'S NAME (if applicable) |
| MAILING ADDRESS                   |
| PHONE NUMBER                      |
| PROPOSED CONSTRUCTION START DATE  |
| PROPOSED CONSTRUCTION END DATE    |

**ATTACHMENTS:**

- ☐ **INSPECTION FEE**
- ☐ **FORM A (Sewer Connection Agreement)**
- ☐ **FORM C (Proposed Building Sewer and Service Connection Location Sketch)**

**NOTES:**

- 1) Before excavation or construction begins, the owner or installing contractor must:
  - Apply for a building sewer connection permit.
  - Pay all applicable fees and charges payable to the Lakeland Regional Sewer District.
- 2) Owner shall provide electrical service to the grinder pump station from the building's electrical service panel in compliance with current electrical codes and District standards.
- 3) Electrical power must be supplied to the Grinder Station prior to connecting the Building Sewer to the Public Sewer.
- 3) Inspection Requirements:
  - Contact the District 48 hours before the time of the inspection.
  - Excavated trench to be open, pipe, fixtures, and bedding to be installed.
  - Excavated trench to be open at connection to existing Building Sewer Drain and Grinder Station.
  - Excavated trench to be closed and backfilled within 24 hours of inspection.
- 4) The Contractor (or Owner, if performing his/her own work) shall have insurance coverage as described in the Development Standards Manual.
- 5) Variance from District Standards (describe): \_\_\_\_\_  
\_\_\_\_\_
  - See Form B2 – Variance Request for Re-Use of Existing Building Sewer
- 6) Construction methods and materials shall meet the Development Standards Manual.

**I have read the notes and understand my obligations:** \_\_\_\_\_ (printed name)  
\_\_\_\_\_  
\_\_\_\_\_ (signature) \_\_\_\_\_ date)

\*\*\*\*\*BELOW THIS LINE BY DISTRICT

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FORM B2 – VARIANCE REQUEST FOR RE-USE OF EXISTING BUILDING SEWER

**FILLED OUT BY PROPERTY OWNER (please type or print clearly)**

**February 2017**

|                        |                                      |
|------------------------|--------------------------------------|
| PROPERTY OWNER NAME(S) | DATE                                 |
| PROPERTY ADDRESS       | PROPERTY CONTACT NAME & PHONE NUMBER |

New Building Sewer is required from the Building Drain to the Service Connection to ensure that no clear water (I/I) discharges to the sanitary sewer collection system. A variance to use existing Building Sewer can be requested by the User or the User's Contractor.

The District reserves the right to deny and not approve any variance request; and, at the Owner's expense, to implement any testing deemed necessary, including but not limited to: televising, air testing, smoke testing, mandrel testing, potholing, etc., to ensure that re-use of the existing sewer will not impose undue burden on the District sewer system or treatment plant and meet current District requirements for Building Sewers.

Following are the minimum variance requirements:

### Level 1 Variance:

- for simplex or duplex residential Service Connections only
- maximum of 50' of existing sewer
- existing sewer pipe must be undisturbed
- there is an existing, functioning clean out (located per District Standards); or one shall be installed
- the point of connection shall be exposed to allow for visual inspection by the District
- the joint (i.e., adaptor) between new building sewer and existing building sewer may be a watertight coupling (Fernco or approved equal) for different pipe sizes
- the portion proposed for re-use shall be televised to verify the material and condition of the pipe and joints. **Video documentation shall be submitted to the District for review.**
- **the video should clearly indicate that the pipe material is PVC (clay pipe is NOT acceptable), the joints are watertight, and that the full length of pipe and joints are of sound condition**
- use and approval is subject to inspection by the District
- **if an illicit discharge or prohibited connection is discovered in the collection system, the District may nullify a variance and require new building sewer be installed, at the Owner's expense**

### Level 2 Variance:

- for multi-use Service Connections (e.g., campgrounds, mobile home parks, etc.), as determined by the District
- existing sewer pipe must be undisturbed
- there is an existing, functioning clean out [located per District Standards for each existing or potential connecting drain (drain may be from mobile home, camper, shower or bath house, or any permanent or temporary structure, etc.)]; or one shall be installed for each drain
- the point(s) of connection shall be exposed to allow for visual inspection by the District
- the joint(s) (i.e., adaptor) between new building sewer(s) and existing building sewer(s) shall be made with a watertight coupling (Fernco or approved equal)
- the portion proposed for re-use shall be televised to verify the material and condition of the pipe and joints. **Video documentation shall be submitted to the District for review.**
- **the video should clearly indicate that the pipe material is PVC (clay pipe is NOT acceptable), the joints are watertight, and that the full length of pipe and joints are of sound condition**
- use and approval is subject to inspection by the District
- **if an illicit discharge or prohibited connection is discovered in the collection system, the District may nullify a variance and require new building sewer(s) be installed, at the Owner's expense**

The District reserves the right to reject variance requests at the District's discretion.

The Owner is obligated to repair all existing sources of I/I (illicit discharges/prohibited connections/etc.). Additional inspections and inspection fees will be required.

I have read, understand, and agree to the above: \_\_\_\_\_  
(printed name) (signature) (date)

\*\*\*\*\*BELOW THIS LINE BY DISTRICT

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## FORM C – PROPOSED BUILDING SEWER AND SERVICE CONNECTION LOCATION SKETCH

*FILLED OUT BY PROPERTY OWNER (please type or print clearly)*

*February 2017*

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

### INCLUDE:

- ☐ North arrow
- ☐ Streets and/or alleys
- ☐ Potable wells
- ☐ Existing Buildings on lot
- ☐ Lot size and shape
- ☐ Existing septic system, including all known tanks, absorption field and piping
- ☐ Existing storm and sanitary drains from building and on property
- ☐ **Proposed or Existing Low Pressure Service Connection**, including PUMP BASIN, CONTROL/ALARM PANEL, CURB BOX ASSEMBLY, CORPORATION, and LOW PRESSURE SEWER LATERAL
- ☐ **Proposed Building Sewer**, including POINT OF CONNECTION, CLEANOUTS, BACKWATER VALVE, and SEWER PIPE (for gravity sewer)
- ☐ **Proposed electrical service from building to grinder station (line and location)**
- ☐ Proposed Ejector Pump System (if applicable), including PIT, PUMP and LATERAL location
- ☐ Indicate ALL existing and proposed pipe LENGTH, DIAMETER, MATERIAL, DEPTH, and LOCATION

## FORM D – BUILDING SEWER INSPECTION

FILLED OUT BY DISTRICT (please type or print clearly)

February 2017

|                        |                                      |
|------------------------|--------------------------------------|
| PROPERTY OWNER NAME(S) | DATE                                 |
| PROPERTY ADDRESS       | PROPERTY CONTACT NAME & PHONE NUMBER |

### GENERAL:

| INSPECTION COMMENT  | NOTE | Y | N |
|---|------|---|---|
| Potable water wells located? (indicate shortest distance in note column)  |      |   |   |
| There is no apparent clearwater or I/I entry in the Building Sewer?   |      |   |   |
| All site sewage appears to be routed to the Building Sewer?   |      |   |   |
| Electrical power from the building's breaker box to the GPS disconnect box is established prior to connecting? (Note direct bury or conduit, and depth) |      |   |   |
| COMMENTS:   |      |   |   |

### BUILDING SEWER – GRAVITY:

| INSPECTION COMMENT  | NOTE | Y | N |
|---|------|---|---|
| Pipe material is acceptable? (indicate material)  |      |   |   |
| Pipe diameter is acceptable? (indicate diameter)  |      |   |   |
| Pipe joints are acceptable? (indicate type)   |      |   |   |
| Is bedding material installed? (indicate material)  |      |   |   |
| Depth/pipe cover is acceptable? (indicate up & downstream depths)   |      |   |   |
| Portion of the existing building sewer that will be re-used (i.e., connected from the building sanitary drain to the new building sewer) is acceptable? |      |   |   |
| New cleanout(s) installed per District standards?   |      |   |   |
| Backwater valve installed? (indicate location on site plan)   |      |   |   |
| Proposed Backfill material is acceptable? (note type, must use compacted aggregates under roadways and driveways)                                       |      |   |   |
| COMMENTS:   |      |   |   |

**BUILDING SEWER – EJECTOR:** reviewed and inspected on a case by case basis, attach information

**SITE PLAN:** Attach, or back of this form

**TESTING:** attach, if applicable

|            |                                     |
|------------|-------------------------------------|
| CONTRACTOR | SIGNATURE                           |
| INSPECTOR  | SIGNATURE                           |
| DATE       | INDICATE "COMPLETE" OR "INCOMPLETE" |

If Service Connection and Building Sewer are COMPLETE, inspector shall (1) ensure building breaker is "ON", (2) put disconnect switch in "OFF" position, (3) open control panel, (3) turn control panel breaker "ON", (4) close and lock control panel, (5) put disconnect switch in "ON" position, (6) ensure Curb Stop is open. **INITIAL IF DONE:**

## FORM E – SEPTIC SYSTEM ABANDONMENT VERIFICATION

FILLED OUT BY DISTRICT (please type or print clearly)  
February 2017

|                        |                                      |
|------------------------|--------------------------------------|
| PROPERTY OWNER NAME(S) | DATE                                 |
| PROPERTY ADDRESS       | PROPERTY CONTACT NAME & PHONE NUMBER |

### SEPTIC SYSTEM ABANDONMENT

| INSPECTION COMMENT  | NOTE | Y | N |
|---|------|---|---|
| Power was disconnected at the source and all controls and panels were removed. All above ground electrical lines not intended for re-use were removed or properly abandoned. (note if N/A)            |      |   |   |
| Owner provided a dated receipt indicating that a Licensed Septic Tank Cleaner had recently pumped and hauled the septic tank(s) and/or absorption field. (note date and obtain a copy of the receipt) |      |   |   |
| Was the tank removed or abandoned in place? (indicate which in notes)   |      |   |   |
| If in place, was the bottom of the tank broken up?  |      |   |   |
| If in place, was the lid crushed in?  |      |   |   |
| Was the hole (if removed) or tank (if in place) backfilled and compacted in place? (indicate backfill material in note column)  |      |   |   |
| Did the septic system have an absorption field?   |      |   |   |
| Was the absorption field piping and aggregate abandoned in place or removed? (note if N/A)  |      |   |   |
| If removed, Owner provided a dated receipt indicating that the materials were disposed of at a licensed landfill. (note date and obtain a copy of the receipt) (note if N/A)                          |      |   |   |
| Were all known and apparent sanitary piping and appurtenances discharging to a body of water or storm drain disconnected, plugged, and abandoned?   |      |   |   |
| COMMENTS:   |      |   |   |

|           |                                     |
|-----------|-------------------------------------|
| INSPECTOR | SIGNATURE                           |
| DATE      | INDICATE "COMPLETE" OR "INCOMPLETE" |

## FORM F – SEWER CONNECTION APPROVAL

**FILLED OUT BY DISTRICT (please type or print clearly)**  
**February 2017**

|                       |                  |
|-----------------------|------------------|
| PROPERTY OWNER        |                  |
| PROPERTY ADDRESS      | PROPERTY KEY No. |
| TYPE/USE OF STRUCTURE |                  |

### CERTIFICATION:

- The building sewer and service connection for the above structure has passed final inspection and testing and is accepted for service by the Lakeland Regional Sewer District.
- This approval is subject to all applicable laws, rules and regulations.
- The District has received and approves the following required documentation:

| DOCUMENT   | DATE RECEIVED | VERIFIED BY (INITIAL) |
|--|---------------|-----------------------|
| Recorded Easement  |               |                       |
| FORM A – Sewer Connection Agreement  |               |                       |
| FORM B – Application for Sewer Connection Permit   |               |                       |
| FORM C – Proposed Building Sewer and Service Connection Location Sketch                        |               |                       |
| FORM D – Building Sewer Inspection   |               |                       |
| FORM D2 – Service Connection Inspection ( <i>N/A if part of initial construction project</i> ) |               |                       |
| FORM E – Septic Tank Abandonment Verification  |               |                       |
| Inspection fee(s) paid   |               |                       |
| OTHER:   |               |                       |

### APPROVAL:

Approved by: \_\_\_\_\_  
LAKELAND REGIONAL SEWER DISTRICT

Date: \_\_\_\_\_